

OL FILES

15 July 1988

MEMORANDUM FOR: ~~Director of Medical Services~~
Chief, Safety Division, OMS

FROM: John M. Ray
Director of Logistics

SUBJECT: Invitation to Attend OL Quarterly Presentations

25X1 1. You are cordially invited to attend the next Office of Logistics Quarterly at 1000 hours on Thursday, 28 July 1988, at Headquarters auditorium. A copy of the agenda is attached. We believe that the topic of the third speaker will be of particular interest to you. [redacted] Real Estate and Construction Division, OL, will give a presentation on "Removal of Asbestos from External Buildings (especially Key Building)."

25X1 2. The program will begin with awards being presented by Mr. Huffstutler to the OL Employees of the Quarter, and each speaker's presentation will take about ten minutes. You are welcome to attend all or any part of the program on Thursday or the repeat of the speakers' portion at 1000 hours on Friday, 29 July 1988, [redacted]

John M. Ray

Attachment

Unclassified when separated
from CONFIDENTIAL attachment

OL 4078-88



CONFIDENTIAL

SUBJECT: Invitation to Attend OL Quarterly Presentations

Distribution:

- 1 - Each Addressee, w/att
- 1 - OL Files, w/att
- 1 - OL/IMSS/Official, w/att
- 1 - OL/IMSS Chrono, w/o att

25X1 OL/IMSS (15 Jul 88)

Agenda

OL Quarterly - 3rd Quarter FY 88

Thursday, 28 July 1988 - 10 a.m. - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

R. M. Huffstutler, DDA

25X1 Receiving Section and Recent Actions
to Reduce the Backlog

OL/SD

25X1 Co-Op Program in OL

OL/ACG

Removal of Asbestos from External
Buildings (especially Key Building)

OL/RECD

25X1 A Video Tour of the New Headquarters
Building

OL/FMD

25X1 Practical Impact of CLAS Packages Coming
On-line 1 October 1988

OL/IMSS

Personnel Highlights

OL/P&TS

25X1

CONFIDENTIAL